

APPLICATION FOR CERTIFICATION

For use in requesting certificates and endorsements.

ARIZONA DEPARTMENT OF EDUCATION - CERTIFICATION UNIT
Mailing Address Phoenix office: P.O. Box 6490, Phoenix, AZ 85005-6490 • Telephone: 602.542.4367
Physical Address: 1535 W. Jefferson, Phoenix, AZ 85007

INSTRUCTIONS AND INFORMATION:

Step 1: Obtain a valid Arizona Department of Public Safety Identity Verified Prints (AZ DPS IVP) fingerprint clearance card. You may order an “IVP” packet by calling AZ DPS at (602) 223-2279.

Step 2: Mail the following to: ADE – Certification Unit, PO Box 6490, Phoenix, AZ 85005-6490:

- ✓ Completed Application for Certification.
- ✓ A **CHECK OR MONEY ORDER** for the amount due, made payable to the Arizona Department of Education (ADE).
- ✓ A photocopy of your valid AZ DPS IVP fingerprint clearance card (plastic)
- ✓ Official transcripts (required for most certificates). Photocopies will not be accepted.

Personal check or money order accepted, no cash.

Credit Card payments (Visa or MasterCard) are accepted in person at the Phoenix office.

Step 3: The Certification Unit will review your application to determine if you meet Certification requirements.

Please Note: Certification fees will not be refunded even if you do not qualify for the certificate or endorsement you are applying for.

Please refer to the Downloadable Certification Requirements at www.azed.gov/certification for a detailed list of requirements for certificates and endorsements. Other documents that **may** be required:

- ✓ **Explanation of [Incident form](#)**- Required if you answer “Yes” to any Criminal History questions.
- ✓ **Verification of State [Approved SEI training](#)**- If you are applying for the SEI endorsement, submit a copy of the certificate(s) of training OR official transcript(s) showing completion of an approved SEI course(s).
- ✓ **Educator Certification Exam score reports** - See “[Downloadable Certification Requirements](#)” for specific exam requirements.
- ✓ **Verification of [Teaching Experience form](#)** – Required if you are applying for a waiver of student teaching OR a waiver of the Professional Knowledge exam requirement OR if the certificate or endorsement you are applying for requires teaching experience.
- ✓ **Verification of [CTE Work Experience form](#)** – Required if you are applying for a Career and Technical Education certificate.

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SECTION 1: PERSONAL INFORMATION (TYPE OR PRINT IN BLUE OR BLACK INK)

Social Security Number - -

Date of Birth: / /

Gender: M/F

Full Legal Name:

Last First Middle

Mailing Address:

Street Number or PO Box City State Zip

()

Telephone Number Email Address

Ethnicity: Asian or Pacific Islander Black or African-American (Not Hispanic) Hispanic or Latino
White (Not Hispanic) American Indian or Alaskan Native Other

SECTION 2: CERTIFICATION TYPE AND SERVICE FEES (check all that apply)

Credit Card payments are accepted at the Phoenix office (Visa or MasterCard).

Personal check or money order is required if mailing in application or visiting the Tucson office.

SUBSTITUTE

\$60

TEACHING CERTIFICATES

ELEMENTARY (1-8)	\$60	EARLY CHILDHOOD (Birth-Grade 3)	\$60
Approved Elementary Area	\$60	SECONDARY (6-12) (ONE APPROVED AREA)	\$60
ARTS EDUCATION(Pre K-12)			
Select One:	\$60	Additional Approved Secondary Area	
Art Dance Dramatic Arts Music			\$60
PREK-12 PHYSICAL EDUCATION	\$60	Specialized Secondary-STEM	\$60
		STEM Area	

SPECIAL EDUCATION K-12

MILD-MODERATE DISABILITIES	\$60	VISUALLY IMPAIRED	\$60
EARLY CHILDHOOD SPECIAL EDUCATION (BIRTH TO GRADE 3)	\$60	HEARING IMPAIRED	\$60
SEVERELY AND PROFOUNDLY DISABLED	\$60		

CAREER AND TECHNICAL EDUCATION CERTIFICATES (CTE) K-12

AGRICULTURE, OPTION A, B, C, D OR E	\$60	EDUCATION AND TRAINING, OPTION A, B, C, D OR E	\$60
BUSINESS AND MARKETING, OPTION A, B, C, D OR E	\$60	HEALTH CAREERS, OPTION A, B, C, D OR E	\$60
FAMILY AND CONSUMER SCIENCES, OPTION A, B, C, D OR E	\$60	INDUSTRIAL AND EMERGING TECHNOLOGIES, OPTION A, B, C, D OR E	\$60

ADMINISTRATIVE CERTIFICATES PRE K-12

PRINCIPAL	\$60	SUPERVISOR	\$60
SUPERINTENDENT	\$60		

PROFESSIONAL NON-TEACHING CERTIFICATES

GUIDANCE COUNSELOR (PRE K-12)	\$60	SPEECH-LANGUAGE PATHOLOGIST (PRE K-12)	\$60
SCHOOL PSYCHOLOGIST (PRE K-12)	\$60		

OTHER CERTIFICATES

ADULT EDUCATION	\$60	JUNIOR RESERVE OFFICER TRAINING CORPS	\$60
ATHLETIC COACHING	\$60	NATIVE AMERICAN LANGUAGE (PRE K-12)	\$60

ENDORSEMENTS

(A valid Arizona teaching certificate is required. Endorsements are K-12, unless indicated otherwise)

		LIBRARY MEDIA SPECIALIST	\$60
		MATHEMATICS ENDORSEMENT K-8	\$60
		(Elementary or Special Ed. Certificate Required)	
COMPUTER SCIENCE	\$60	MIDDLE GRADE (5-9)	\$60
COOPERATIVE EDUCATION (CTE Certificate Required)	\$60	MUSIC	\$60
DANCE	\$60	PHYSICAL EDUCATION	\$60
DRAMATIC ARTS	\$60	PROVISIONAL BILINGUAL- LANGUAGE:	\$60
DRIVER'S EDUCATION	\$60	PROVISIONAL ENGLISH AS A SECOND LANGUAGE	\$60
FULL ENGLISH AS A SECOND LANGUAGE	\$60	LIBRARY MEDIA SPECIALIST	\$60
FULL BILINGUAL LANGUAGE	\$60	READING ENDORSEMENT, GRADES - (Select One:)	\$60
		K-8 6-12 K-12	
ART	\$60	PROVISIONAL GIFTED	\$60
FULL GIFTED	\$60	PROVISIONAL EARLY CHILDHOOD ENDORSEMENT	\$60
EARLY CHILDHOOD ENDORSEMENT	\$60	PROVISIONAL STRUCTURED ENGLISH IMMERSION	\$60
FULL STRUCTURED ENGLISH IMMERSION	\$60		

** REQUIREMENTS MAY BE SUBJECT TO CHANGE AND ARE FULLY REFERENCED IN THE ARIZONA REVISED STATUTES AND ADMINISTRATIVE CODE. **

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SECTION 3: EDUCATION

ARIZONA DEPARTMENT OF EDUCATION - CERTIFICATION UNIT

Please submit all applicable official transcripts bearing the original seal or stamp of the registrar.

	COLLEGE OR UNIVERSITY	LOCATION, STATE	DEGREE/MAJOR	DATE AWARDED
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____

IMPORTANT: Please **maintain** copies of all your personal and professional records for future use.

SECTION 4: PRACTICUM, STUDENT TEACHING AND TEACHING INTERNSHIPS

Have you completed any student teaching, practicums or internships?....YES__ NO__

If "YES," circle the grade-levels: Birth – age 3, Pre-K, K 1 2 3 4 5 6 7 8 9 10 11 12 Subject area(s): _____ Dates: _____

SECTION 5: CRIMINAL HISTORY - ANSWER EVERY QUESTION, SIGN AND DATE

ATTENTION: If "YES" is indicated for any of the following questions, please attach a full explanation to this application, a statement must be provided with each application.

1. YES__ NO__ Have you ever had any professional certificate or license revoked, surrendered or suspended?
2. YES__ NO__ Have you ever received a reprimand or other disciplinary action involving any professional certification or license?
3. YES__ NO__ Have you ever been convicted of any felony offense?
4. YES__ NO__ **Have you ever been arrested for any offense for which you were fingerprinted?**
5. **Have you ever been arrested for any of the following offenses in this state or similar offenses in another jurisdiction?**

- | | | | |
|------------|---|------------|---|
| YES__ NO__ | a Second-degree murder | YES__ NO__ | n Continuous sexual abuse of a child |
| YES__ NO__ | b Aggravated assault resulting in serious physical injury or involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument against a minor under fifteen years of age | YES__ NO__ | o Attempted first-degree murder |
| | | YES__ NO__ | p Any other dangerous crime against children as defined in section 13-604.01 |
| | | YES__ NO__ | q Any of the above listed offenses if committed as a reparatory offense as described in section 13-1001 |
| YES__ NO__ | c Sexual assault | YES__ NO__ | r Any offense causing you to register as a sex offender |
| YES__ NO__ | d Molestation of a child | YES__ NO__ | s First-degree murder |
| YES__ NO__ | e Sexual conduct with a minor | YES__ NO__ | t Armed Robbery |
| YES__ NO__ | f Commercial sexual exploitation of a minor | YES__ NO__ | u Incest |
| YES__ NO__ | g Sexual exploitation of a minor | YES__ NO__ | v Exploitation of minors involving drug offenses |
| YES__ NO__ | h Child abuse | YES__ NO__ | w Sexual abuse of a vulnerable adult |
| YES__ NO__ | i Kidnapping | YES__ NO__ | x Sexual exploitation of a vulnerable adult |
| YES__ NO__ | j Sexual abuse of a minor | YES__ NO__ | y Commercial sexual exploitation of a vulnerable adult |
| YES__ NO__ | k Taking a child for the purpose of prostitution as prescribed in section 13-3206 | YES__ NO__ | z Abuse of a vulnerable adult |
| YES__ NO__ | l Child prostitution as prescribed in section 13-3212 | YES__ NO__ | aa Molestation of a vulnerable adult |
| YES__ NO__ | m Involving or using minors in drug offenses | YES__ NO__ | bb Neglect of a vulnerable adult |

I UNDERSTAND THAT PURSUANT TO ARS § 15-534, ANY PERSON WHO MAKES A FALSE STATEMENT, REPRESENTATION OR CERTIFICATION IN ANY APPLICATION FOR CERTIFICATION IS GUILTY OF A MISDEMEANOR OFFENSE. I SWEAR OR AFFIRM THAT THE FOREGOING INFORMATION COMPLETED BY ME, OR SUBMITTED BY ME FOR CERTIFICATION PURPOSES IS, TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT. FURTHERMORE, SHOULD ANY PART OR ALL OF THE INFORMATION HEREIN PROVIDED PROVE TO BE FALSE, I RECOGNIZE THAT IT SHALL BE JUST CAUSE FOR REVOCATION, SUSPENSION, OR OTHER DISCIPLINARY ACTION AGAINST ANY CERTIFICATE ISSUED TO ME BY THE ARIZONA DEPARTMENT OF EDUCATION.

Applicant's Signature

Date

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Did you:



Check all certificate(s) and endorsement(s) you are applying for?



Indicate an approved area if applying for a Secondary certificate?



Answer all Criminal History questions, sign, and date the application?



Include a statement for any “Yes” responses to Criminal History questions?



Submit a check or money order for the correct amount?



Submit all required documentation?

Mail application and all other materials to:

Arizona Department of Education-Teacher Certification
PO Box 6490
Phoenix, AZ 85005-6490